

OVERVIEW OF THE CPUB APPLICATION

- The CPUB application was designed to add new records, modify and search existing records, print reports and create a flat file to be uploaded to the WEB.
- The Change Week Ending Date / Last Day Worked Screen will change the Week Ending Date / Last Day Worked for all records. This will be of use if partials are filed for the same employees more than one week.
- The Change Claimant Use Field will allow you to change whether to Use the claimant for this reporting period or not to use the claimant. The screen shows all claimants.

Getting Started

1. When the application is first loaded and opened, is to run the initial setup from the main menu (**Option 6 from Main Menu**). This initial setup creates the necessary folders and files to enter and modify partial records. The initial setup only needs to be run once (the only exception to this would be if the files or folders were deleted or corrupted).
2. After the initial setup, the user can enter and modify records in the partials screen (**Option 1 from Main Menu**). You can view all the current records or search for one particular record with the find button. The tab or enter key advances you from box to box.
3. After all entries and modifications are made, the user should print a report out to verify all the records are correct **before** creating an export file (**Option 5 from Main Menu**).
4. After verifying all records, the user should create an export file (**Option 2 from Main Menu**) then logon to the DIR Partial Web page (www.dir.state.al.us/uc/partial/paremployer/Login.asp) and upload the export file or copy to diskette and mail.
5. Exit menu (**Option 7 from Main Menu**)
6. If you are upgrading to a new version the setup will install the application with a new shortcut on your desktop. It will not delete the old shortcut (to do this, right click on the Old shortcut and click delete).

SYSTEM REQUIREMENTS

32MB RAM

Windows 98 SE or later operating system

The CPUB application has been successfully installed on Windows 98 1st Edition, Windows 98 SE, Windows ME, Windows 2000 and Windows XP operating systems.

INSTALL INSTRUCTIONS FOR CPUB **(Claims for Partial Unemployment Benefits)**

- 1) The PC should be able to connect to the WEB in order to upload the file
- 2) Make backup copies of ALL important files BEFORE installing
- 3) Make sure all programs are closed BEFORE installing
- 4) You should have administrator rights to the PC
- 5) If at any point during the installation, the program has the message, “Older versions of certain files found, do you want to update with a newer version” answer “NO”. We do not want to overwrite your files, even though this should be safe to do, we recommend you don’t. The installation will terminate and nothing will be loaded to the PC. If at this point you still want to install the application call the department and we will try to handle this on a case by case basis 334 242-8643.
- 6) Double click on the Setup.EXE. This should begin the installation process. Choose the Typical installation if given the option. The computer may have to be restarted to complete the installation process.
- 7) During installation the following error may appear: Error 1911 – Could not register type libraryDAO350.dll... with the option of Abort, Retry, Ignore. Click Ignore.
- 8) The program will put a DIR Partial shortcut on your desktop
- 9) After installing, click on the shortcut and the main menu will appear, click option 6 – Run initial setup. This will create the necessary file to enter all partial records.
- 10) After creating the export file, the file will be located at “C:\Program Files\AI DIR\Partials.txt”.
- 11) Then logon to the DIR Partial Web page and upload the export file.

ADDITIONAL INFORMATION ON THE PARTIALS SCREEN

- The user can use the TAB or Enter key to advance from text box to text box. After leaving the name text box, the user can use the up arrow key to return up to the previous text box.

- After all the information is entered, the user clicks the SAVE button.
 - If you position the mouse pointer over a text box, a message should appear giving additional information on that text box.
 - All the required fields are highlighted in yellow.
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- **SSN** - The user must enter a 9 digit number (with no punctuation) in the **SSN** text box.
 - **Claimant Name** - Up to 27 characters can be entered in the **Name** text box (Please be sure the format is LASTNAME/FIRSTNAME MIDDLE INITIAL, and please separate the last name from the first name with a '/' and no blank spaces between the last name and the first name).
 - **Claimant Address** - The **street address** can be up to 30 characters long.
 - **Claimant City** - The **City** can be up to 20 characters long.
 - **Claimant State** - Please use the 2 letter abbreviation for the **State**.
 - **Claimant Zip** - The **zip** code must contain 5 digits.
 - **Citizen** – Is Claimant an American Citizen? 1 or Y = Yes, 2 or N = No
 - **Permit Number** - If Claimant is NOT an American Citizen, enter Green Card Number. Leave blank if Claimant IS an American citizen.
 - **Ethnicity** – Claimant's Ethnicity? 1 = Non-Hispanic, 2 = Hispanic, 3 = Information not available.
 - **Race** – Claimant's Race? 0 = Information not available, 1 = White, 2 = Black, 3 = Native Hawaiian/Other Pacific Islander, 4 = American Indian/Alaskan Native, 5 = Asian.
 - **Gender** – Claimant's Gender? 1 = Male, 2 = Female
 - **Disabled** – Claimant Disabled? 1 or Y = Yes, 2 or N = No
 - **Other State, Federal, Military Wages** – Must make a selection: None (no out of state wages, federal wages, military wages), Federal (earned federal wages), Military (earned military wages), or a state in which the claimant worked within the last 18

months other than Alabama. Do not type anything in this box, only select one of the available choices. It should default to “NONE”.

- **Week Ending Date** - The **Week Ending Date** must be in MM/DD/YY format and can not be a date greater than the date of entry.
- **Earnings** – Gross total earnings for the week for which payment is requested. Numeric: If a dollar amount is entered, use the DDDD.CC format (no comma for the thousand separator **and** enter a ‘.’ between dollars and cents, Example 2342.32).
- **Holiday** – Gross total holiday pay for the week for which payment is requested. Numeric: If a dollar amount is entered, use the DDDD.CC format (no comma for the thousand separator **and** enter a ‘.’ between dollars and cents, Example 2342.32).
- **Vacation** – Gross total vacation pay for the week for which payment is requested. Numeric: If a dollar amount is entered, use the DDDD.CC format (no comma for the thousand separator **and** enter a ‘.’ between dollars and cents, Example 2342.32).
- **Other** – Gross total wages earned with another employer for the week for which payment is requested. Numeric: If a dollar amount is entered, use the DDDD.CC format (no comma for the thousand separator **and** enter a ‘.’ between dollars and cents, Example 2342.32).
- **Federal Withholding** – 1 or Y = Yes (agree to federal withholding), 2 or N = No (no federal withholdings)
- **AL UI Account Number** – 10 digit DIR Tax Number.
- **Last Day Worked** – the **Last Day Worked** must be entered in MM/DD/YY format. The last day Worked can not be greater than the Week Ending Date.
- **Telephone number** – must be entered including the area code.
- **Date of Birth** – must be entered in the MM/DD/YY format.
- **Contact Person** – text box must be filled in with a name (Please use FirstName LastName format with no separator or punctuation).
- **Contact Telephone** – number must be entered including the area code.
- **Use This Claimant** – or not to use this Claimant must be entered. If the user doesn’t want to send a claim in for a certain record, he/she just has to change the code here and the record will not be sent.

- **Address Change** - Check this box if the Claimant's address has changed since the last time a claim was filed for this person. After creating the export file, the flag will automatically uncheck to "NO" address change.
- **Help Menu** – 2 options: **Show sample screen** (allows the viewing of a sample entry screen to insure records are being entered correctly), **List Records** (permits the user to see all records entered and by clicking the SSN the user can edit the information and click the Save button when finished).
- **Add Button** – Allows the user to add new partials.
- **Find Button** – Allows the user to find a specific claimant by the SSN. The user may view, update or print the record. Click Save to update record of changes.
- **Cancel** – Allows the user to cancel the update of a new or existing record (the user may be required to enter something in the field to satisfy the requirements before the cancel will be accepted).
- **Delete** – Allows the user to totally delete an existing claimant by entering the SSN.
- **Print** – Allows the user to print the record showing on the screen.
- **Save** – The user clicks the save button after adding or editing a claimant record.
- **Close** – The user clicks the close button to exit back to the main menu.